

**SECRET**  
**SECURITY INFORMATION**

STUDY OF AUGMENTED PERSONNEL NECESSARY FOR  
FDD TO FULFILL ITS MISSION

T/O Request - 52  
4 Aug revision

further revised  
by SA 20-24  
Aug

I. The following study is based on the proven basis that a qualified translator can produce  of English text per year. This is true for overall consideration as a general average considering holidays and leave (sick and annual). Actually there are many variables such as difficulty of the language, quality and readability of the original foreign language material and depth of the subject matter, i.e., whether scientific, technical, etc.

II. USSR Branch (BU)

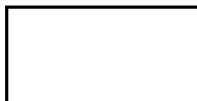
The estimate of CIA offices of their needs for classified translation service for calendar 1951 was 9,195 pages of Russian and 960 pages of Ukrainian.  additional positions were authorized to meet this demand. The estimate for classified translation service for calendar 1952 is 20,300 pages of Russian, 3,610 pages of Ukrainian, 880 pages of Lithuanian, 325 pages of Latvian and 325 pages of Georgian, or a total of 25,410. Among the Russian linguists will be found those competent in Latvian and Lithuanian who can process the material in those languages. Georgian is however unique, and is one of the rarer languages. One linguist must be recruited specifically for the purpose. Although the translation demand is less than a year's work there is enough Georgian published material of value to intelligence to consume full time for this linguist. The total number of linguists necessary for translation service is  over present capacity. The following

See memo  
to DDA  
dated 26 Aug 52  
file: 19-00

**SECRET**

SECRET

should be added to BU's T/O to meet this demand:



25X1A

One additional GS-3 Clerk-Typist is necessary to assist in preparation of the completed work.

### III. Eastern European Branch (BE)

In order to meet the demands of CIA offices for translation service BE would need ☐ linguists. ☐ positions are currently allocated for this purpose on BE's T/O. ☐ additional positions should theoretically be added to the T/O in order to meet this demand. However, a reduction of ☐ positions can be made based upon the adjustment of estimates against actual receipts and a review of the foreign language material on hand in the covert offices. The overage of Hungarian and Polish linguists is occasioned by the large excess of submitted material over previous estimates, while the reverse is true of the Rumanian and Bulgarian estimates. We have determined that the estimate of 11,000 pages of Czech (material on hand in OSO) can be adjusted downward as indicated below by liaison and careful screening. The ☐ positions necessary to meet current translation demands are as follows:

Language	Number of Linguists Needed to Process Current Estimates	Number on T/O for Translation Service	Number Needed to Fill	Number Requested
Albanian				
Bulgarian				
Czech				
German				
Hungarian				
Polish				
Finnish/Estonian				
Rumanian				
Serbo-Croatian				

25X1A

SECRET

**SECRET**

1 Clerk-Typist GS-3 should be added to the T/O in support of augmented service.

#### IV. Far East Branch (BF)

25X1A [ ] linguists were added to the BF T/O to meet the demands of CIA offices for translation service for calendar year 1951. On the re-estimates for calendar 1952 BF can meet the demands in all Far Eastern languages except Chinese in which language [ ] additional linguists would be necessary. It is reasonably certain that [ ] qualified linguists can be recruited for this purpose and a review of the material discloses that with that additional number we can service the most important part of this material (50,000 pages total) to the satisfaction of OSO. 25X1A

25X1A [ ] Chinese linguists and one GS-3 Clerk-Typist are needed for translation service.

#### V. Near East and Africa Branch (BN)

The latest estimates of CIA offices show decreases in some languages in BN and increases in others. Due to the flexibility of multi-lingual people no increases are necessary to meet this demand (and a change of emphasis has been accomplished.) ?

#### VI. Scientific and Technical Branch (BST)

25X1A The current estimate of CIA offices shows an increase of 4,000 pages of classified material over the capacity of the present T/O allocation for translation service [ ] positions must be added to BST's T/O to meet this demand.

**SECRET**

**SECRET**

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060017-3  
VII. Western European Branch (BW)

B. Translation Service

One Scandinavian linguist is needed to meet translation requirements as follows:

Language	Number needed	Present T/O	Needed to Fill	Number Requested
Scandinavian				
Italian				
French				
Spanish/Portuguese				

25X1A

One GS-3 Clerk-Typist is necessary as the Branch now only has one secretary.

VIII. Propaganda Analysis

Trial projects have indicated that FDD has the capacity for satisfactory support to propaganda analysis and other phases of psychological warfare. ONE, OPC, and OCI have expressed their needs for such a service. Analysis should be coordinated and finished by specialists in order to produce sound analysis. [ ] positions should be added to FDD's T/O for this purpose and allocated as follows:

25X1

25X1A

[ ]	Division Chiefs Office
	BU
	BE
	BF

IX. Documents Control Branch (BD)

[ ]

25X1A

This Branch has not been augmented since its formation although the volume of work has almost doubled. The documents screened in 1950 amounted to 174,687 while during the period April 1951 to April 1952, 263,844 were processed. The volume of reference material for which the Branch is responsible has more than doubled and the necessity for deeper

**SECRET**

- 4 -

**SECRET**

surveys of available source material has increased greatly. Additional duties have been undertaken by the Branch without additional personnel. For example, in late 1950 BD undertook the abstracting of books of intelligence interest and during 1951 abstracted 3,000 titles for accessioning by CIA Library. In order to get the increasing volume of material rapidly through the processes of screening, recording and dissemination to the exploitation branches, one Documents Processing Officer, GS-7 must be added to the T/O for this purpose. FDD has undertaken to respond to some of the requirements for psychological warfare support and on specific request to compile periodic documentary analysis. Whether or not this service is expanded the effect on BD is that Soviet Orbit source material must be retained for a considerably longer period in the Division and that mass publications for any necessary period must be made available to the FDD analysts quickly to be of use in specific studies against target dates. BD has been using one person on loan from another branch as an Assistant Librarian for this purpose and the position is essential to the efficient operation of the Reference Section. It is necessary therefore that one Assistant Librarian, GS-7 be added to the T/O. Source Survey Section has been short-handed for about one year. Surveys of academic libraries and official documentary collections in the US and overseas necessitate sacrifices on the Survey operation. One additional Source Survey Officer is necessary. Such a position was requested about 18 months ago without results. The files of source survey information are important to the Division for accurate information on the availability, existence, policy, etc., of foreign language publications. These have been maintained in the past by the

**SECRET**

**SECRET**

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060017-3  
mutual effort of Source Survey Officers. The files have become too voluminous to be efficiently operated in this way. It is necessary that the full time of one Intelligence Clerk, GS-5 be devoted to this assignment.

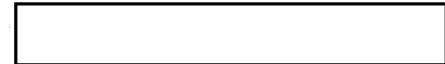
The necessary personnel for BD are therefore:



25X1A

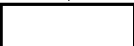
ILLEGIB  
ILLEGIB

X. Reports Branch (BR) <sup>Vo</sup> 36 710



A. During the year BR has operated under an increasing workload. A heavy overtime program has been maintained for over one year to some detriment of morale. In spite of this effort there is still a backlog of reports awaiting preparation for publication. Through streamlining of operations, economics in time and effort have been effected but with present volume and the increases which are obvious from augmentation of translation service personnel we must be relieved by the addition to the T/O of:



B. The "Documents Exploitation File" (DEX) and "Consolidated Translation Survey" have become an increasingly important service to the IAC agencies, the offices of CIA and the exploitation branches of FDD. To date the operation has been maintained as a joint effort of two sections of BR but the volume of entries and requests for service due to increased cooperation of participating agencies and inclusion of  translations have assumed such proportions that it cannot be

**SECRET**

**SECRET**

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060017-3

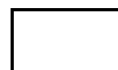
satisfactorily maintained without the assignment of full time personnel to the work. Two persons are needed under present conditions. There is great demand that the service be expanded to include the work of selected universities, commercial firms and research institutions. The saving to the intelligence community would be thus increased many times, and a conservative estimate of present savings is \$25,000.00 per year. Two Intelligence Clerks in addition to the two persons mentioned above could efficiently operate this service. For this operation it is requested that the following be added to the T/O:



25X1A

XI. Administrative Staff

The authorized complement of the Administrative Staff is



25X1A



in personnel as we approach a full T/O and anticipating the additional administration necessary if requested increases are allowed, will place additional burdens on the Administrative Staff. In order to serve the Division properly an additional Administrative Assistant, GS-7 with accounting experience is necessary to maintain budget accounts, make training surveys, and prepare statistical studies on administrative matters.

25X1A

**SECRET**

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060017-3

25X1A

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060017-3

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060017-3